



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

GURBIR S. GREWAL  
Attorney General

WILLIAM H. CRANFORD  
Chief Administrative Officer

### October 6, 2020 NOTICE OF JOB VACANCY #20-197

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

**TITLE:** Investigator 4, Law and Public Safety  
**SALARY:** \$68,635.84 to \$97,643.83  
**LOCATION:** Division of Consumer Affairs  
NJ Prescription Monitoring Program  
Newark, NJ

**NUMBER OF POSITIONS AVAILABLE:** One (1)

Under the direction of the NJ Prescription Monitoring Program (NJMPMP) Administrator, review, evaluate, and report on pharmacy compliance with NJMPMP data submissions, strengthen the internal pharmacy compliance audit tool within the NJMPMP platform, travel to in-state pharmacies to perform inspections and provide education and training when necessary, and perform any other pharmacy audit-related activities as required by the NJMPMP Administrator; meet regularly with the NJMPMP Administrator to discuss audit findings, review training and educational techniques, enhance compliance protocols, and develop strategies for system and workflow improvements; collaborate with the NJMPMP Administrator to develop advanced analytic reports with the NJMPMP's in-house software to identify patterns and trends associated with pharmacy non-compliance and identify common data elements prone to error; evaluate the delinquent pharmacy compliance module within the NJMPMP dashboard to determine if pharmacies are meeting the daily data submission requirements; collaborate with the NJMPMP staff during the review and evaluation of the compliance module, and prepare general written summaries and recommendations for: contacting all in-state and out-of-state pharmacies to verify compliance; coordinating site visits to in-state licensed pharmacies; creating educational materials and training modules to provide to non-compliant pharmacies; collaborating with the New Jersey Board of Pharmacy for potential disciplinary actions; and generating reports to share with relevant State authorities highlighting the results of the audit. Coordinate and assist in the information-gathering process resulting from data submission complaints and reports involving NJ-licensed pharmacies including, but not limited to: visiting any and all in-state pharmacies for inspections, training, and education; performing outreach to all NJ-licensed pharmacies as necessary; identifying documents required for the investigative process; and preparing written case descriptions, data integrity summaries, and evaluations of allegations. Prepare questions to be raised during audits and investigations concerning, but not limited to: complaints filed against licensed pharmacies for potentially inappropriate data submissions; reports of pharmacy transcription and processing errors; and any other complaints, adverse actions, actions of other states' licensing boards, or reports made to the NJMPMP or the Division of Consumer Affairs concerning a licensed pharmacy; collaborate with the administrative and investigative staff to develop advanced analytical reporting criteria including, but not limited to: identification of characteristics and trends shared by pharmacies who are non-compliant; identification of specific ASAP data fields prone to error; identification of potential limitations in pharmacy management system software capabilities; and evaluation of analytical reports to identify potential pharmacies of concern for consideration for investigation and/or disciplinary action; perform any other duties as assigned by the PMP Administrator.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college with a Bachelor's Degree.

**EXPERIENCE:** Four (4) years of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, and surveillance activity, including the preparation of investigative reports; **OR** four (4) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** four (4) years of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest.

Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

Completion of a supervised internship field placement of 300 hours in an undergraduate curriculum in Criminal Justice or a related degree program may be substituted for one (1) year of the non-supervisory experience. *A copy of your transcript indicating completion of the internship as part of your undergraduate degree program must be provided in order to meet this substitution requirement. Failure to do so may result in disqualification.*

A Juris Doctorate degree or a Master's Degree in Criminal Justice, Public Administration, Business Administration, or other related field may be substituted for one (1) year of the indicated experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

**PREFERENCE:** Preference will be given to candidates who are licensed pharmacists and/or have a degree in pharmacy.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #20-197, current resume and a copy of college transcripts (for internships substitutions only) on or before the closing date of October 20, 2020 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

